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PSG/AID-406/68

29 November 1968


MEMORANDUM FOR: All NPIC Division, Branch, and Staff Chiefs

SUBJECT: Usefulness of Standard Management Information System
(MIS) Reports

1. In order to assist NPIC managers, the Management Services Staff (MSS/AID/PSG) currently disseminates to Group MIS Coordinators two copies of certain standard reports based on project and employee time data which is input to the NPIC/MIS data collection system. These reports (among other available standard reports listed in Attachment A) are intended to keep NPIC managers informed of

- a - time recorded by each employee in his respective component (Report No. 002)
- b - active projects for which each component is responsible (Report No. 005)
- c - projects completed or cancelled the previous week for which each component was responsible (Report Nos. 007 and 008)
- d - time and/or products recorded by each employee in his component against projects which have been closed or cancelled (Report No. 011)

2. It is requested that each component complete Attachment B and return it to the Management Services Staff by 18 December 1968.


Chief, Automated Information Division, PSG

Attachments: a/s

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GROUP 1
Excluded from automatic
downgrading and declassification

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**ATTACHMENT A: STANDARD REPORTS
AVAILABLE FROM THE MIS**

<u>Report Identification</u>	<u>Title or Description</u>	<u>Current Dissemination</u>
002	Component Time Allocation	Weekly
004	Active Projects by Project No.	On request
005	Active Projects by Component	Weekly
006	New Projects by Project No.	None
007	Projects Completed	Weekly
008	Projects Cancelled	Weekly
011	Cancelled/Completed Projects Time/Product Reporting	Weekly
013	Master Project Listing (FY 69)	On request
Option 1	Monthly Time by Component, Project, Activity	Monthly
Option 2	Monthly Time by Component, Activity	On request
Option 3	Monthly Time by Activity, Component	On request
Option 4	Total Time To Date by Project	On request
Option 5	Monthly Time by BLOC (first 2 positions of project no.)	On request
Option 6	Monthly Time by Division, BLOC, Activity	Monthly
Option 7	Monthly Time by Project, Component, Activity	On request
Option 10	Monthly Time by Component, Activity, Project	Monthly
Option 11	Monthly Time by Project, Group, Activity	Monthly

This is a listing of standard MIS reports only. Other reports containing all or selected data in the MIS files can be made available to accommodate the needs of requesters.

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